



Quick Start Guide for Submitting Institutional and Dental Claims via WAMEDWEB

1. Log into the WAMEDWEB and select Claim Admin from the Submission menu on the WAMEDWEB Home page.

A screenshot of the WAMEDWEB Home page as seen in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: https://wamedweb.acs-inc.com/wa/secure/home.do. The page has a blue header with the DSHS logo and the text "Washington State Department of Social & Health Services". Below the header is a navigation bar with links: HOME, INQUIRIES, SUBMISSIONS, RETRIEVALS, MANAGE USERS, and MY ACCESS. The "SUBMISSIONS" link is highlighted. The main content area is titled "WAMedWeb Home" and contains a paragraph of instructions. Below this is a "Site Contents" section with a table of links. An arrow points to the "Claim Admin" link in the "Submissions" column. At the bottom, there is a footer with contact information and a copyright notice.

https://wamedweb.acs-inc.com/wa/secure/home.do - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://wamedweb.acs-inc.com/wa/secure/home.do Go

Back Forward Stop Home Search Favorites Media Mail Print

Links Enrollment B & H msn

DSHS Washington State Department of Social & Health Services

Washington State WAMedWeb Exit Help

HOME INQUIRIES SUBMISSIONS RETRIEVALS MANAGE USERS MY ACCESS ACS WASHINGTON WEB PORTAL

WAMedWeb Home

Navigate to any of the functions in the Web portal by clicking the following links or by using the top navigation bar. For information about each function, click the corresponding column header. Click on 'My Profile,' located in the 'My Access' section, to display your current WAMedWeb profile. You will be able to perform only those tasks allowed by the user privileges assigned to you.

Inquiries	Submissions	Retrievals	Manage Users	My Access
Eligibility Inquiry	Prior Authorization	View/Download Files	Add New User to Organization	My Profile
Claim Status Inquiry	Upload Files		Add Existing User to Organization	Change Organization
Provider Warrant Summary	Claim Admin		Update or Remove Users	Change Password
			Reset Password	Manage Profiles
				Manage Submitter IDs

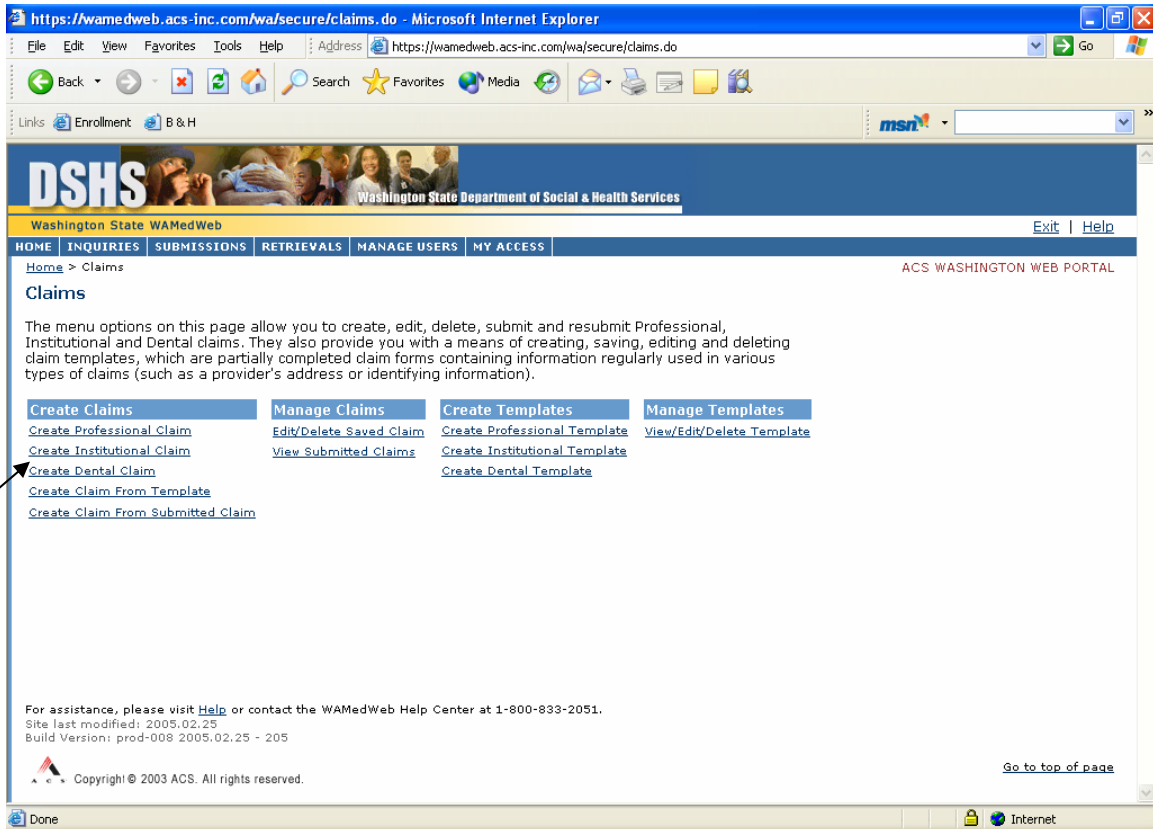
You've logged into the organization displayed under the navigation bar on the right. This organization will be used to determine the Provider Number and Submitter IDs you can use for your transactions (i.e., Inquiries, Submissions and Retrievals). To change this organization, click 'Change Organization' and follow the instructions.

For assistance, please visit [Help](#) or contact the WAMedWeb Help Center at 1-800-833-2051.
Site last modified: 2005.02.25
Build Version: prod-008 2005.02.25 - 205

Go to top of page

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2. The WAMEDWEB will present the Claims screen.
3. Click on the Create Institutional Claim or Create Dental Claim link and follow the instructions on the screen. Be sure to satisfy the required criteria for each element of the claim that you are submitting. Remember, answer all of the questions and fields with a red asterisk require completion!



4. After completing the required fields for each service line item, Select the Add Service Line Item button to add the claim line items.
5. When you have completed all the appropriate fields and added your line items, select the Submit Claim button.

* Service Units:

* Total Line Charges: \$ Non-covered Line Charges: \$

+ Additional Service Line Information

Note: Please ensure you have entered any required claim information before adding this service line.

Previously Entered Line Item Information
Click a Line No. below to view/update that Line Item Information.

Line No	Rev. Code	Rate	Proc. Code	Modifiers				Service Dates		Units	Charges	Non-covered Charges
				1	2	3	4	From	To			

6. A Documentation Cover Sheet screen will be displayed. Print this sheet and attached it to any backup documentation that you may be sending to the Medical Assistance Administration. This step is only necessary if you are sending claim backup documents to MAA.
7. Click on the Return to Claims Home Page link to begin your next claim.

https://wamedweb.acs-inc.com/wa/secure/claims/processInstClaimTab1.do - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://wamedweb.acs-inc.com/wa/secure/claims/processInstClaimTab1.do Go

Back Forward Stop Home Search Favorites Media Mail Print

Links Enrollment B & H msn

DSHS Washington State Department of Social & Health Services

Washington State WAMedWeb Home > Claims > Documentation Cover Sheet Exit | Help ACS WASHINGTON WEB PORTAL

Documentation Cover Sheet

Attach this sheet to the front of the document(s) you are submitting to Washington Medicaid as backup documentation for a claim submitted via WAMedWeb.

Backup Control Number: **88976838**

Patient Account Number:

Provider Number: **1000050**

Patient ID Code: **aa010101abcdef**

Date of Service: **01/01/2001 - 01/01/2001**

Total Claim Charge: **\$1.00**

[Return to Claims Home Page](#)

Print

Send Backup To:

Division of Program Support
Attn: Claims Control Unit
PO BOX 45560
Olympia, WA 98504-5560

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Done Internet